



NINETEENTH JUDICIAL CIRCUIT COURT LAKE COUNTY, ILLINOIS

ANNOUNCES AN EXCITING NEW LEADERSHIP OPPORTUNITY



JOB ANNOUNCEMENT

Director of Juvenile Probation and Detention Services



BACKGROUND

The 19th Circuit Court of Lake County plays an important role in providing a fair and efficient system of justice, committed to excellence, fostering public trust, understanding and confidence. Perfectly located just north of Chicago on beautiful Lake Michigan, the 19th Judicial Circuit Court of Lake County is a wonderful location for work and play. The 19th Circuit Court continually strives to perform its mission effectively and efficiently while remaining accessible, innovative and responsive to the community we serve.

POSITION

The Director of Juvenile Probation and Detention Services is a member of the Senior Management Team. The Director is responsible for the leadership, direction, and organization of the entire Juvenile Division. The Juvenile Division is a multi-faceted operation requiring knowledge of community corrections, secure corrections, and residential treatment practices that includes the operation of food service and a school program. The Director is the named custodian for up to 60 youth providing for their needs, and maintaining safety, security and control over three shifts. The Director shall responsibly plan, organize, develop, coordinate, and direct all aspects of the Juvenile Division in accordance with all applicable laws, rules, standards, guidelines, and regulations. The Director is responsible for making daily operating decisions and executing tasks by providing direct supervision and support to the Superintendent of the Detention Facility and Assistant Directors of the Division. The Director must effectively coordinate division efforts with other Division Directors, justice partners, stakeholders, grant monitors and research analysts in order to carry out the mission of the 19th Circuit Court of Lake County. The Director performs other functions as designated by the Judges and/or Executive Director. The Director understands, adheres to, and enforces the policies and procedures of the 19th Circuit Court of Lake County.

DISTINGUISHING CHARACTERISTICS

- The ideal candidate must be a leader with the skills to manage a large operation within a dynamic and future thinking court. He or she must work closely with the Chief Judge and Supervising Juvenile Judge to understand the day to day operations of the Juvenile Division and have the acumen to push the division into the future.
- The ideal candidate should possess outstanding written and oral communication skills.
- The ideal candidate should possess an excellent track record of motivating teams and managing a diverse work force. She or he should understand how to empower managers to work in an ever changing environment with a shared purpose.
- The ideal candidate should be able to show a strong track record of working and leading a complex organization with varied functions.
- He or she should exhibit the ability to be dynamic, politically aware, confident and decisive.
- The ideal candidate should possess the skills to work with great diplomacy with members of the bench and other justice partners.



MAJOR RESPONSIBILITIES OF THE DIRECTOR

- Responsible for the development, implementation, and administration of the Lake County Juvenile Detention Center's policies and procedures based on sound management practices and relevant local, State, and Federal laws and guidelines.
- Develops procedures, programs and policies to assure efficient functioning of Juvenile Probation and implements new procedures in the division through the Division's Detention Superintendent and Assistant Directors.
- Establishes annual Juvenile Probation & Detention Services goals consistent with the Court's Strategic Plan, utilizing evidence based practices and technology in the areas of secure and community corrections to reduce recidivism and monitor the adherence and progress of each goal.
- Works closely with the Director of Administrative Services and the Executive Director in preparing and submitting complete budget and human resource plans, and maintaining appropriate controls.
- Establishes Division collaboration to address client needs and develop service agreements, contracts, and memorandums of understanding with area service providers.
- Interviews, screens, and tests prospective probation officers and juvenile counselors; makes recommendations for the employment of competent staff.
- Provides quality service that continuously improves, meets or exceeds public expectations, and ensures all are treated with courtesy, dignity and respect.
- Represents the Division of Juvenile Probation & Detention Services and the Nineteenth Judicial Circuit at local, state and national meetings and conferences.
- Develops an organizational structure for the office to ensure expeditious and effective handling of investigations, reports, supervision of probationers, pretrial releases, pretrial diversion cases, and supervised releases (home detention), for the court.
- Ensures that established organizational structure and individual roles are respected and maintained within the Division and court organization, or are altered as needed when in the best interests of the Division or court organization.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale; ensures organizational and individual compliance with Equal Employment Opportunity and Affirmative Action philosophies and practices, and with the established ethical code of conduct.
- Ensures that communications and the flow of information within the division and court organization are maintained in a consistent and open manner; confers regularly with immediate staff, conducts periodic management meetings, and conducts periodic general staff meetings or provides timely and accurate informational bulletins to staff members as appropriate.
- Provides for the systematic evaluation and audit of administrative and technical operations to ensure the quality of services meets Court and court organization standards.
- Develops and/or reviews and approves plans for the effective utilization of office space, furniture and equipment, and supplies for both Juvenile Probation operations and the smooth and efficient operations of the Detention Center.
- Provides leadership for staff's effective and efficient therapeutic engagement of youth and families to facilitate their skill development in order to enhance short and long-term community safety.
- Monitors program and operation implementation, development, and evaluation.
- Provides guidance in the development and preparation of submissions for new programs and procedures including grants.
- Performs other tasks and work as assigned and/or required.



MINIMUM QUALIFICATIONS

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE A master's degree in management, public administration, criminal justice, or social service and five or more years employment in probation/court services, of which at least three are at a supervisory or administrative level.

LANGUAGE SKILLS Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and other items using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to Judges, top management, public groups, and state and county officials.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions dealing with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Must be certified as a Chief Managing Officer (CMO) level from the Administrative Office of the Illinois Courts (AOIC) (see 'education' above) or have applied to the AOIC at the time of this application submission. Must pass an extensive criminal history and employment history background check. Must have a valid driver's license.

DESIRABLE QUALIFICATIONS

- The preferred candidate must demonstrate a commitment to promoting success in probation and social work and be committed to equal access to the courts. Be an advocate for the fair administration of justice as a top priority of the 19th Judicial Circuit.
- Comprehensive knowledge of methods and procedures for developing and administering probation and court services programs.
- Comprehensive knowledge of methods of casework supervision and of staff development practices.
- Comprehensive knowledge of the laws pertaining to the Court and current social, economic, and health problems.
- Comprehensive knowledge of casework philosophy, methods, and practices, individual and group behavior, court social work, and public relations.
- Comprehensive knowledge of the literature in the field of court social work.
- Excellent knowledge of administrative practices.
- Excellent knowledge of leadership practices and emerging personnel management systems and theories.
- Ability to work successfully with people and aid them in the constructive use of their abilities to grow.

SELECTION PROCESS

All items listed under the qualifications section may be used as a criteria for screening. Other criteria regarding court administration and managing large organizations will also be used to help interview qualified applicants. Those meeting the greatest number of criteria will be considered the most highly qualified and may be called for an interview and appointment for consideration.

Successful applicants may be interviewed on multiple occasions by different constituent groups. The interview(s) will assess the candidate's knowledge, experience, personal management philosophy and general ability to perform the duties of the position.



APPLICATION PROCESS

This is an open and competitive recruitment. All qualified applicants are encouraged to apply. Members of the selection committee will seek information from references regarding the qualifications of candidates at the appropriate stage of the selection process.

Candidates are encouraged to apply immediately. The position will be open until filled, but the first review of applications will be conducted by **5:00 pm central time on January 12th, 2017**. Submissions should include the following:

- A cover letter,
- A comprehensive resume with salary history, and
- Three letters of recommendation.

An application for employment will be required upon an offer of employment. Please note that any application submitted directly to the county will not be reviewed. All applications should be submitted electronically to Eric Brown from the National Center for State Courts at ebrown@NCSC.org.

SALARY AND BENEFITS

ANNUAL SALARY Dependent upon qualifications and experience, a competitive compensation package with annual salary of \$111,447 to \$125,044 will be offered. This position is exempt.

HOLIDAYS 13 paid holidays are enjoyed by Lake County Employees.

VACATION (General Leave)

Start -5 years of service	2 weeks per year
5-12 years of service	3 weeks per year
12 years of service and over	4 weeks per year

SICK LEAVE Sick time will be available after one full calendar month from your hire date and will accrue at eight hours per month.

PERSONAL LEAVE Personal leave is available for all permanent employees. Three days are available starting January 1st of each year. If employed after that date, personal time will be prorated according to your start date.

DEFERRED COMPENSATION PLAN (457) Employees choosing to participate in this plan may choose to set aside a portion of their salary, prior to taxation, for future supplemental retirement income.

RETIREMENT All County employees are required to participate in the Illinois Municipal Retirement Fund program. 4.5% is deducted from your pay and set aside for retirement.

GROUP INSURANCE Lake County offers dental, medical and life insurance to all eligible employees one full calendar month from hire date. IRS Section 125 (tax-free deductions) and Flexible Spending Account Plan are available. Additional insurance for Accidents, Home, Auto, and Vision are offered.

Lake County is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.